



City of Tempe

POLICE BUREAU MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	436	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$92,688
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$125,128
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Planning & Research Supervisor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

This position is a member of the Police Department Command Staff. This classification is distinguished from first-line and middle management classifications by the substantively greater scope of leadership, managerial, and administrative duties performed. In the absence of the Assistant Police Chief/Director has the authority to represent or act as the Assistant Police Chief/Director. Work hours can vary significantly due to the nature of the position.

REPORTING RELATIONSHIPS

Receives general direction from the Support Services Director (Assistant Police Chief) or from other management staff.

Exercises direct supervision over lower level professional, para-professional, technical and management and/or administrative assistant staff assigned to the Bureau. Also, may supervise sworn staff assigned to specialty functions within the bureau.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of supervisory experience in a public safety environment including two years of operational management experience over a section or unit.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major course work in criminology, criminal justice, public administration, business, or related field of study. A Master's degree is preferred. Ongoing professional school/training is also preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain the Terminal Operator Certification through the Arizona Criminal Justice Information Systems (ACJIS) Division within six months of hire.• Must possess and maintain a valid Arizona driver's license by hire date.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist in the development and implementation of goals, objectives, policies, procedures, and standards for the Police Department and for the assigned bureau.
- Lead and direct a professional staff bureau workgroup within the Police Department.
- Provide judgement in the interpretation of rules and regulations.
- Prepare the bureau budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Demonstrate superior customer service, integrity, and fiscal responsibility.
- Hire and train new staff members in each of the assigned sections; facilitate and participate in team members' performance development plans; evaluate workflow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Communicate with the public, Police Department staff, and other City staff to provide direction, address inquiries and complaints, explain policy and procedure, and address actions taken by the Police Department.
- Represent the Police Department and City at various meetings and conferences.
- Provide highly technical assistance to the Assistant Police Chief/Support Services Director.
- Serve as project manager on major City and Police Department projects.
- Manage large scale administrative, research and technical projects.
- Present information to the City Council at public meetings; provide Council documentation and correspondence.
- Participate in Department-wide crime suppression efforts and serve as a member of the Command Staff. Prepare reports and uses information and analysis to anticipate potential issues/trends and implement appropriate actions.
- Promote teamwork and professional development and ensure effective customer service is provided by police personnel assigned to the bureau.
- Communicate, coordinate and serve as a liaison on bureau operations and activities with other law enforcement and criminal justice agencies, and other internal city and department divisions.

- Provide oversight of an assist in the recruitment and selection processes for the bureau; manage the selection of staff; provide or coordinate staff training; assign work activities, projects and programs and monitor work flow; review and evaluate work products, methods and procedures.
- In the absence of the Support Services Director, assume the responsibilities of that position.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to the Administration Bureau:

- Administer and monitor the Police Department's budget including the operating and capital improvement budgets; prepare special budgets for new project, grants, union negotiations, and other needs.
- Monitor all Police Department grants and participate in external audits for federal and state grants; monitor the fiscal component and internal audits of the RICO/asset forfeiture program; and administer and monitor all related contracts.

When assigned to the Data & Technology Bureau:

- Provide oversight of the System Security function with responsibility of the Department's Criminal Justice Information Networks.
- Plan, develop, purchase and implement technology projects within the assigned areas of responsibility within the Police Department; prepare strategic plans concerning automation for the department and establish priorities regarding systems projects; ensure the integration of all police automated systems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy object;
- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Traverse long distances during workday with or without accommodation;
- Work in a stationary position for long periods of time. Majority of the work is conducted in the office – sitting down;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988
Revised January 2002 (Title Change)
Revised January 2004 (Duties & Exp)
Revised September 2005 (Reclass & Title Change)
Revised January 2008 (Reclass & Title Change)
Revised May 2009 (Duties & Exp)
Revised December 2010 (Title change)
Revised October 2019 (Title change, combined two classifications, duties & responsibilities, added When assigned to)